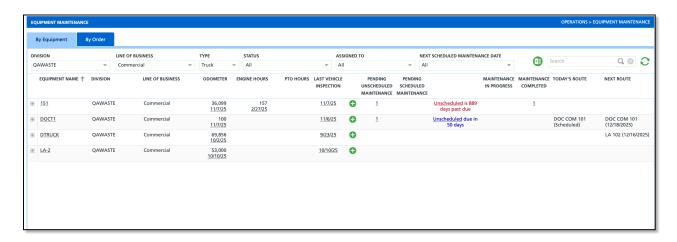
Equipment Maintenance

Last Modified on 12/15/2025 11:52 am PST

Pathway: Operations > Equipment Maintenance

Equipment Maintenance is used to track and record the maintenance schedules and progress for trucks and equipment. Setup is required in *Setup > Operations > Equipment Maintenance* to accurately maintain maintenance records. To load the screen, select the refresh icon to the right of the Search bar.



Field Descriptions

The **Equipment Maintenance** screen includes **By Equipment** and **By Order** tabs, with filters and fields adjusting according to the selected tab.

Field	Description
Filters	
Division	Option to filter the equipment that displays on the screen based on the division it belongs to.
Line of Business	Option to filter what displays on the screen by the Line of Business.
Туре	Filters the screen to either display only trucks, or only equipment.
Status	 Filters the screen to one of the following options: All Repairs Needed Equipment Maintenance In Progress Equipment Maintenance Due
Assigned To	Option to filter the screen to only display trucks/equipment assigned to a specific user.
Next Scheduled Date	Only on the By Equipment screen, this filter organizes maintenance orders by next maintenance date: All, Past Due, 1–7 Days, 8–14 Days, More than 14 Days.
Excel Icon	Option to export what is currently being viewed.

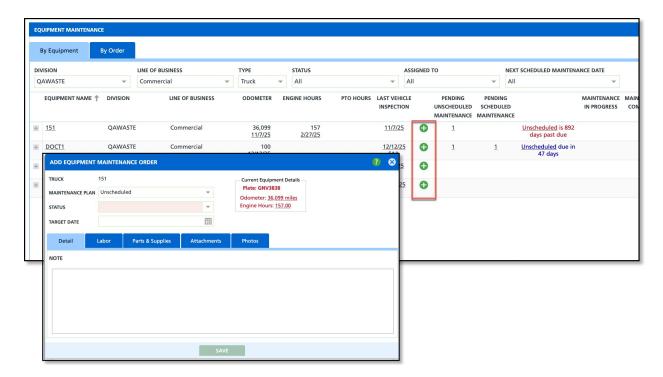
By Equipment - Field Descriptions	
Shows the name of the equipment being serviced. Click the expand icon to	
Equipment Name	see a summary of open maintenance orders.
Division	Displays the name of the division the equipment belongs to.
	Displays the name of the division the equipment belongs to.
Line of Business	Displays the line of business the equipment belongs to.
Odometer	Shows the latest odometer reading. Clicking the date displays the history with timestamps and the recording user.
Engine Hours	Shows the latest engine hours reading. Clicking on the date displays the history with timestamps and the recording user.
PTO Hours	Displays the truck's PTO (Power Take Off) hours and is part of the calculations to determine a truck's next service date.
	Shows the date of the most recent vehicle inspection. Clicking it displays the
Last Vehicle Inspection	inspection results.
Pending Non-Scheduled Maintenance	Shows a count of all unscheduled maintenance orders with a status of Open , In Progress , or On Hold .
Transcriumes	Shows a count of all scheduled maintenance orders with a status of Open, In
Pending Scheduled Maintenance	Progress or On Hold.
Maintenance In Progress	Displays a count of all scheduled and unscheduled maintenance orders with a status of In Progress.
Maintenance Completed	Displays a count of all scheduled and unscheduled maintenance orders with a status of Completed.
Today's Route	Shows the route name and current status of the route for the current day.
Next Route	Shows the name and date of the truck's upcoming route assignment.
By Equipment - Field Descriptions	
Order ID	Displays the maintenance order ID.
Equipment Name	Displays the name of the equipment.
Туре	Displays if the maintenance was scheduled or unscheduled.
Source	Displays the source of how the maintenance order was created.
Target Date	Displays the Target Date entered by the user who created the ticket, indicating when the maintenance is expected to be completed.
Division	Displays the name of the division the equipment belongs to.
Line of Business	Displays the line of business the equipment belongs to.
Status	Displays the current status of the maintenance order, recorded on the Details tab.

Assigned To

Displays the name of the technician, or worker assigned to the maintenance order.

Create Equipment Maintenance Order - Operations

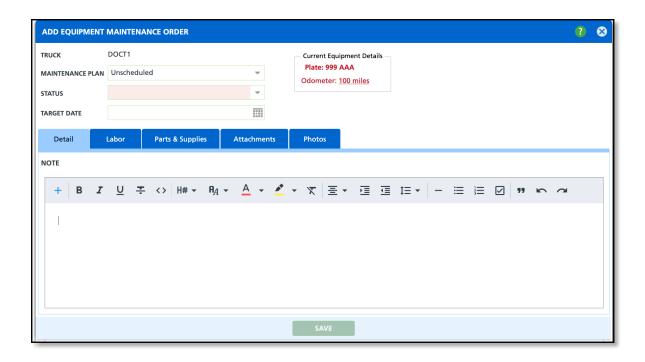
Select the **Add** icon from the row of the truck the maintenance order is intended for and the 'Add Equipment Maintenance Order' popup editor will display.



Add Equipment Maintenance Order

Detail Tab

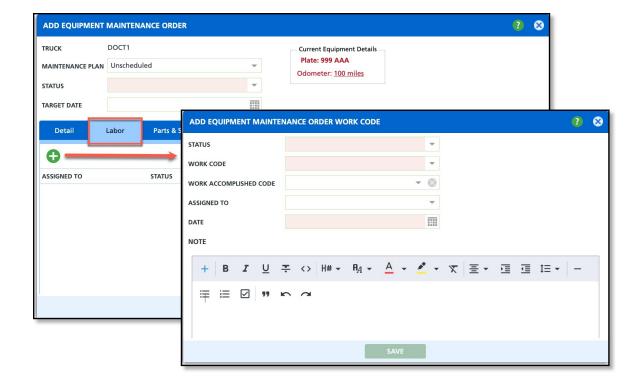
The **Details** tab records why the maintenance order is required and provides options to manage its status and set a targeted completion date.



- 1. Select the **Maintenance Plan** that applies. Maintenance plan setup can be reviewed here: Maintenance Plan
- 2. Select the **Status** of the maintenance order.
- 3. Enter a **Target Date** maintenance is expected to be complete.
- 4. Add any **Notes** that may apply.
- 5. Click Save when finished.

Labor Tab

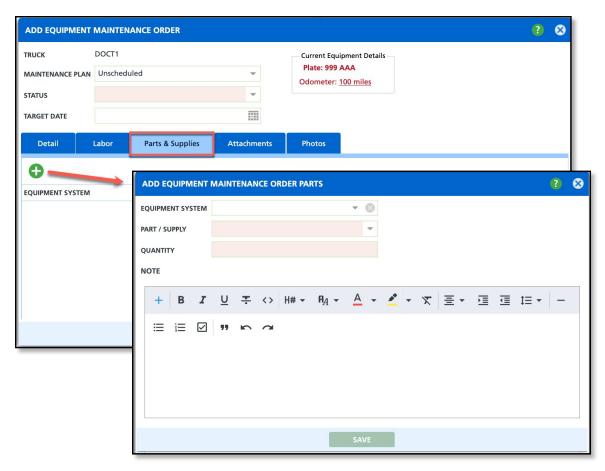
The **Labor** tab records the work code, what was accomplished, and the technician who completed the maintenance.



- 1. Select the Labor tab and click on the Add icon to open the Add Equipment Maintenance Order Work Code.
- 2. Select the current **Status** that applies for the work code.
- 3. Select the **Work Code** being added to the Labor tab. Work Code Setup can be reviewed here: Work Codes
 - The Work Accomplished Code can be added after maintenance is complete. Work Accomplished Code Setup can be reviewed here: Work Accomplished Code
- 4. Select who the work will be completed by in the Assign To field.
- 5. Enter a Date.
- 6. Add any **Notes** that may apply.
- 7. Click Save when finished.

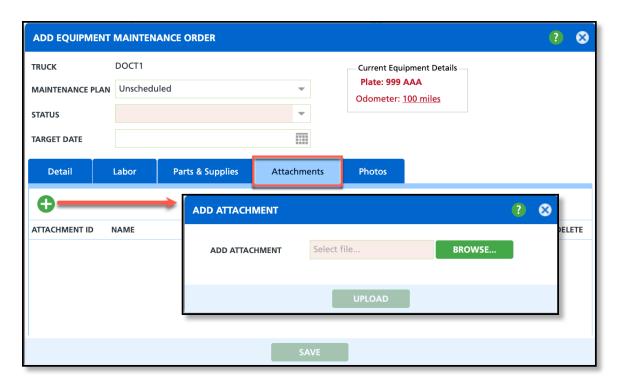
Parts & Supplies Tab

The Parts & Supplies tab keeps record of the parts or supplies used during the maintenance.



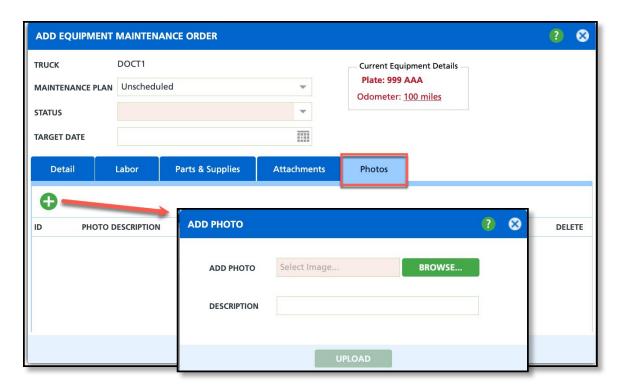
- 1. Select the Parts & Supplies tab and click on the Add icon to open the Add Equipment Maintenance Order Parts.
- 2. If an **Equipment System** applies, select it from the drop down. Equipment System Setup can be reviewed here: Equipment System
- 3. Select the **Part / Supply** from the drop down list. Parts and Supplies can be reviewed here: Parts and Supplies
- 4. Enter the **Quantity** of the part or supply. Example, if 6 tires are needed, enter a 6.
- 5. Add any **Notes** that may apply.
- 6. Click Save when finished.

The Attachments tab is used to add supporting files, such as purchase receipts, to the maintenance order.



Photos Tab

The **Photos** tab is used to attach relevant images, such as photos of discovered issues or damage and completed work, to the maintenance order.

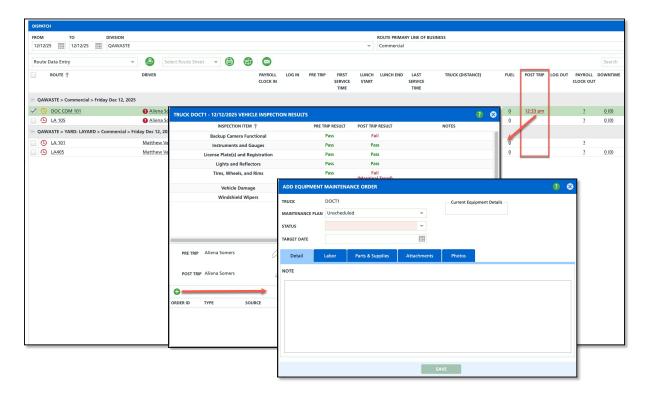


Create Equipment Maintenance Order - Dispatch

When a driver fails an equipment item during a vehicle inspection, you can create a maintenance order directly from Dispatch by opening the inspection results and selecting the **Add** icon in the Vehicle Inspection Results

window.

The screens and process for creating an equipment maintenance work order from Dispatch are the same as when creating a work order from the *Operations > Equipment Maintenance* screen.



Related Articles

Equipment Maintenance - Equipment System

Equipment Maintenance - Work Code

Equipment Maintenance - Work Accomplished Code

Equipment Maintenance - Parts and Supplies

Equipment Maintenance - Maintenance Plan